

Excel 2007 Upgrade - 1 day

Description:

Microsoft Office Excel 2007 is a quantum leap ahead of previous version of Excel and as such takes getting used to. Excel 2007 benefits from the results orientated user interface. Instead of clicking through complex menus and toolbars, commands are accessed through the new task orientated tabs. Once you have mastered working with the new interface, you will find you are able to create and manage complex spreadsheets more easily than ever before.

This course introduces the new features and functionality of Excel 2007 and will help you to get up to speed quickly.

Pre-requisites:

This course is designed for experienced users who have worked with earlier versions of Excel, and who have, or about to upgrade to Microsoft Office Excel 2007. Ideally delegates should also have some familiarity with the Internet. This course covers the commonly used new features for a typical user.

The New Interface

- Using the Office Button
- Using Access Keys
- The Ribbon
- The Quick Access Toolbar
- Using Help
- Using Live Preview
- Customising the Status Bar
- Views
- Zooming

Microsoft Excel 2007

- New Features in Excel 2007
- The Excel 2007 Screen
- The Excel 2007 Ribbon
- Creating New Workbooks
- Excel 2007 File Formats
- Using the Compatibility Checker
- Excel 2007 Options
- Changing the View

Formatting in Excel 2007

- Using the Home Tab Commands to Format Data
- Merging Cells
- Themes
- Cell Styles
- Modifying Built-in Cell Styles
- Saving a Workbook as a Template
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Colour Scales and Icon Sets
- Managing Rules

Working with Formulas

- Expanding the Formula Bar
- Using the Formulas Tab
- Using Names in Formulas
- Using AutoComplete to Create Formulas
- New Statistical Formulas - IFERROR, AVERAGEIF, AVERAGEIFS, SUMIFS, COUNTIFS
- Using the Name Manager
- Using the Watch Window

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Working with Tables (formerly known as Excel Lists)

- Creating a New Table
- Inserting or Deleting Rows
- Modifying a Table
- Sorting Data in a Table
- Filtering

Creating Charts in Excel 2007

- Creating a New Chart
- Changing the Chart Layout
- Formatting Chart Elements
- Moving the Location of a Chart
- Saving a Chart Template

Using PivotTables

- Creating a PivotTable Report
- Creating the PivotTable Field Layout
- Creating a Report Filter
- Changing the Value Settings
- PivotTable Design Options
- Creating a PivotChart from a Report

Working with Illustrations

- The Illustrations Group
- Inserting a Picture
- Changing the Picture Styles
- Using ClipArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing the SmartArt Style
- Changing the Colour of SmartArt Styles
- Changing the SmartArt Layout
- Adding a New Shape to a SmartArt Graphic
- The SmartArt Tools Format Tab
- Resizing and Moving SmartArt

Locations of Excel 2003 Commands in Excel 2007